

*those who hope in the LORD will renew their strength.  
They will soar on wings like eagles; they will run and not grow weary,  
they will walk and not be faint.' Isaiah 40:31*



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# Reculver Church of England Primary School



## First Aid Policy

Adopted by The Governing Body: December 2018

Next Review: December 2019

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## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## 2. Legislation and Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

## 3. Roles and Responsibilities

### 3.1 Appointed Person(s) and First Aiders

The school's appointed person is Mrs Sarah Maynard. She is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The Governing Board**

The governing board has ultimate responsibility for health and safety matters in the school, but delegate's operational matters and day-to-day tasks to the Head Teacher and staff members.

### **3.3 The Head Teacher**

The Head Teacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring that their first aid kits in their areas are fully stocked and replenished
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the Head Teacher or their manager of any specific health conditions or first aid needs

## **4. First Aid Procedures**

### **4.1 In-School Procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the office will contact parents immediately

- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

## **4.2 Off-Site Procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the class teacher/leader of the event prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## **5. First Aid Equipment**

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Scissors
- Cold compresses (held in main office)

No medication is kept in first aid kits.

First aid kits are stored in:

- Main Reception /School Office
- Classrooms
- The school kitchen (Provided by Chartwells)

## **6. Record-Keeping and Reporting**

### **6.1 First Aid and Accident Record Book**

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record/Staff record by the Office Manager or a member of the Office Admin Team.

- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

## 6.2 Reporting to the HSE

The Office Manager, Mrs Kathy Newing will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Office Manager, Mrs Kathy Newing or Head Teacher, Mrs Jenny Ashley-Jones in her absence, will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences for people at work include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes -
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosive

Reportable injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- The death of the person and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)  
<http://www.hse.gov.uk/riddor/report.htm>

### **6.3 Notifying Parents**

The office staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **6.4 Reporting to Ofsted and Child Protection Agencies**

The Office Manager or Head Teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Office Manager or Head Teacher will also notify Julie McGuire, Area Safeguarding Advisor for East Kent on 03000418503 of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

## **8. Monitoring Arrangements**

This policy will be reviewed by the Head Teacher and Governing Body every year.

At every review, the policy will be approved by the Head Teacher and full governing body.

## **9. Links with Other Policies**

This first aid policy is linked to the

- Health and safety policy
- Policy administering medicines in school and supporting pupils with medical conditions

## Appendix 1 – List of First Aiders - Reculver CEP School

Staff member's name	Role	Contact details
<b>Sarah Maynard</b>	<b>Receptionist</b>	Office <b>APPOINTED PERSON/ PAEDIATRIC FIRST AIDER</b>
Mrs D Berry	TA	Early Years
Mrs C Pepler	TA	KS1
Miss S J Cunningham	TA	UKS2
Mrs K Adams	TA	KS1
Mr M Heath	TA	LKS2
Mrs D Norton	Admin Officer	Office
Mr P Grainger	Wellbeing Manager	SEN Office
Mrs L Meade	MDS	Lunchtime cover
Mr M Ware	Site Manager	Office
<b>Miss R Bestwick</b>	<b>Teacher</b>	<b>Early Years – PAEDIATRIC FIRST AIDER</b>
<b>Mrs C Wenman</b>	<b>TA</b>	<b>Early Years – PAEDIATRIC FIRST AIDER</b>
Miss L Cooper	TA	LKS2
Mrs F Cotter	Teacher	LKS2
Mr N Depradines	Teacher	UKS2

Miss E Madge	Teacher	LKS2
Miss K Smith	SEN Support	Admin
Mrs K Woodruff	Teacher	UKS2

## Appendix 2: Accident Report Form

### Accident/Incident Record

#### **Section A - The injured person**

Name:	Position/role within the company:
Address:	

#### **Section B – The person conducting this report/investigation**

Name:	Position/role within the company:
Address:	

#### **Section C – The particulars of the accident**

When did the accident happen?	Date:	Time:
What damage occurred and what injuries were sustained (if any)?		
Where did the accident happen? (State room or location)		
How did the accident/incident happen? (Give cause if you can)		
What activities/tasks were being carried out at the time of the accident?		

As the person completing this record, please sign below to confirm that the information given above is accurate

Signature: \_\_\_\_\_ Date:            /            /

#### **Section D – For the employee only**

By ticking this box I give my consent to my employer to disclose my personal information and details of the accident which appear on this form to safety representatives and representatives of employee safety for them to carry out the health and safety functions given to them by law.

Signature: \_\_\_\_\_ Date:            /

**Section E – For the employer only** Complete this box if the accident is reportable under RIDDOR?

How was this reported? ..... Date reported .....

Signature: ..... HSE's Notification Number:

### Appendix 3: First Aid Training Log

<b>Name/type of training</b>	<b>Staff who attended (individual staff members or groups)</b>	<b>Date attended</b>	<b>Date for training to be updated (where applicable)</b>
<i>Paediatric First Aid</i>	Mrs S Maynard	23 <sup>rd</sup> /24 <sup>th</sup> Jan 2018	January 2021
<i>First Aid</i>	Mrs D Berry	05.11.18	November 2021
<i>First Aid</i>	Mrs C Pepler	05.11.18	November 2021
<i>First Aid</i>	Miss S Cunningham	21.09.16	September 2019
<i>First Aid</i>	Mrs K Adams	05.11.18	November 2021
<i>First Aid</i>	Mr M Heath	05.11.18	November 2021
<i>First Aid</i>	Mrs D Norton	05.11.18	November 2021
<i>First Aid</i>	Mr P Grainger	05.11.18	November 2021
<i>First Aid</i>	Mrs L Meade	05.11.18	November 2021
<i>First Aid</i>	Mr M Ware	05.11.18	November 2021
Paediatric First Aid	Miss R Bestwick	17/18 October 2016	October 2019
Paediatric First Aid	Mrs C Wenman	17/18 October 2016	October 2019
First Aid	Miss L Cooper	29.01.19	January 2022
First Aid	Mrs F Cotter	29.01.19	January 2022
First Aid	Mr N Depradines	29.01.19	January 2022

<i>First Aid</i>	Miss E Madge	29.01.19	January 2022
<i>First Aid</i>	Miss K Smith	29.01.19	January 2022
<i>First Aid</i>	Mrs K Woodruff	29.01.19	January 2022